Report for October 2023 through September 2024

TITLE VI ACCOMPLISHMENTS & GOALS REPORT

This outline is for LPA and other governmental entities to report Title VI activities that occurred over the past year and report Title VI goals for the upcoming year. Reports must be returned on or before due date to meet eligibility requirements for federal funding. Send to TitleVI@WSDOT.wa.gov

DUE DATES: Refer to Section 28.3 for scheduled reporting period and due date

Contact Information

Name and title of administrator (signature on Standard Assurances): Matthew Huish, City Manager

Mailing Address: 152 W Cedar St

City: Sequim WA Zip Code: 98382 County: Clallam

Phone #: 360-681-3440 email address: mhuish@sequimwa.gov

Name and title of head of transportation-related services: Paul Bucich, Public Works Director

Mailing Address: 152 W Cedar St

City: Sequim WA Zip Code: 98382 County: Clallam

Phone #: 360-681-3433x428 email address: pbucich@sequimwa.gov

Name and title of designated Title VI coordinator*: Amy Dougherty, Public Works Business Assets Senior Manager

Mailing Address: 152 W Cedar St

City: Sequim WA Zip Code: 98382 County: Clallam

Phone #: 360-582-2471 email address: adougherty@sequimwa.gov

*When the Title VI coordinator changes, notify TitleVI@WSDOT.wa.gov within 30 days.

To comply with Title VI requirements, each annual report submission must include signed Standard Assurances (USDOT1050.2A).

Accomplishments

1. Have there been any changes to the approved Title VI Plan that have not been reported to OEO?

No changes were made to the Title VI Plan in 2023/24.

2. Organization, Staffing, Structure – Describe the Title VI Program reporting structure including the Title VI Coordinator, Administrative Head, and transportation-related staff. The list should include name, race, color, and national origin of each individual. Include the same details if your LPA has a volunteer or appointed board related to transportation decision making.

Agency Administrator – The Agency Administrator for the City of Sequim is the City Manager. He is authorized to ensure compliance with provisions of the Agency's policy of nondiscrimination and with the

law, including the requirements of 23CFR Part 200 and 49 CFR Part 21. The Agency's grants compliance function and Title VI coordination shall be performed under the authority of the Agency Administrator. The current Agency Administrator is Matthew Huish, described as white, Caucasian from USA.

Transportation Manager – The City of Sequim assigns the responsibility of Transportation Manager to the Public Works Director. The Transportation Manager ensures implementation of the Agency's Title VI federally Funded Transportation Program and oversees the City's Public Works grant program. The Current Transportation Manager is Paul A Bucich, described as white, Caucasian from USA.

Title VI Coordinator – The City of Sequim has designated Public Works Business Assets Senior Manager as the Title VI Coordinator. The Coordinator shall work in concert with the Transportation Manager to ensure compliance with Title VI regulations and assurances, meet the objectives of the Title VI regulations and assurances, meet the federal and state reporting requirements, and provide adequate training opportunities for applicable staff. Title VI Coordinator will work with the Transportation Manager to ascertain Title VI compliance by contractors, subcontractors, consultant, suppliers and other subrecipients under federally funded projects or programs. Coordinator will ensure applicable Title VI provisions and requirements are included in contractual agreements to prime contractors and subrecipient. Coordinator will work with the Transportation Manager to obtain statistical data on race, color, national origin, disability, age and sex of participant in, and beneficiaries of federally funded City of Sequim transportation programs. The Coordinator will maintain data relative to the respective program and complete the annual Title VI reports and for other administrative needs. The current Title VI Coordinator is Amy Dougherty, described as white, Caucasian from USA.

3. Community Demographics: Using a map of the LPA's boundaries, describe the demographics of the LPA's service area (e.g., race, ethnicity, and national origin). List, by individual languages, the percentage of the population who is Limited English proficient. If the LPA's Limited English proficient population is 5% of the total population or 1,000 individuals, whichever is less, explain the Four-Factor Analysis by answering the statements listed on the next page.

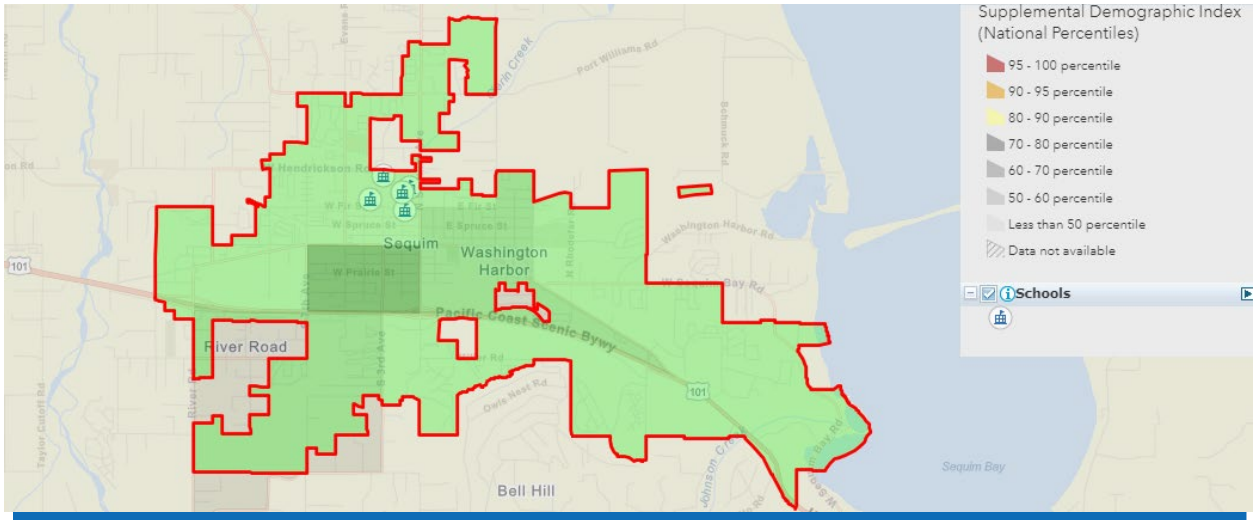
    1. Briefly describe the number of LEP persons served and languages spoken in the service area.

    2. Briefly describe the frequency of contact with LEP persons for services or projects (e.g., customer service interactions, public meetings, and contracts bidding and awarding).

    3. Briefly describe the importance of the program, activity, or service to the lives of LEP persons.

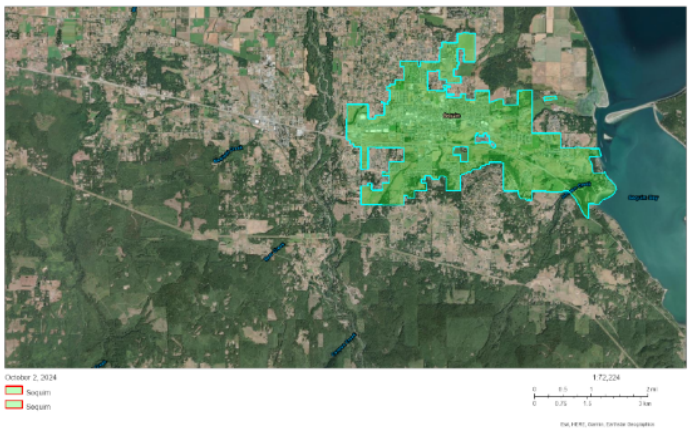
    4. Briefly describe current resources available for LEP persons and overall cost.

Community Demographics are reported using the Map and Community Report from EPA's Environmental Justice Screening and Mapping Tool (Version 2.3), Supplemental Demographic Index for the City of Sequim.

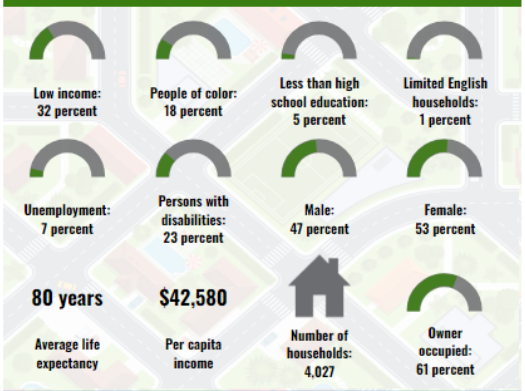


Sequim

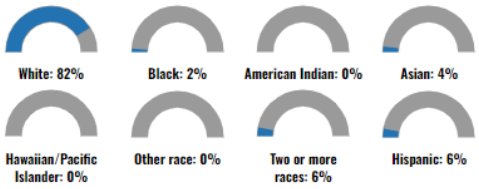
City: Sequim
Population: 8,191
Area in square miles: 6.40



COMMUNITY INFORMATION



BREAKDOWN BY RACE



BREAKDOWN BY AGE



LIMITED ENGLISH SPEAKING BREAKDOWN



Notes: Numbers may not sum to totals due to rounding. Hispanic population can be of any race.
Source: U.S. Census Bureau, American Community Survey (ACS) 2018-2022. Life expectancy data comes from the Centers for Disease Control.

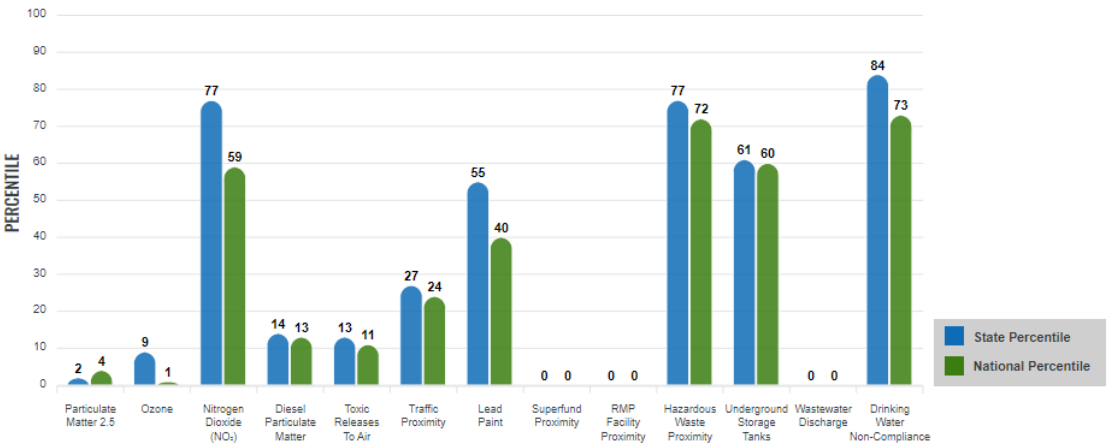
LANGUAGES SPOKEN AT HOME

LANGUAGE	PERCENT
English	95%
Spanish	2%
German or other West Germanic	1%
Other Indo-European	1%
Tagalog (including Filipino)	1%
Total Non-English	5%

SUPPLEMENTAL INDEXES

The supplemental indexes offer a different perspective on community-level vulnerability. They combine data on percent low income, percent persons with disabilities, percent less than high school education, percent limited English speaking, and percent low life expectancy with a single environmental indicator.

SUPPLEMENTAL INDEXES FOR THE SELECTED LOCATION



Report for City: Sequim

Report produced October 2, 2024 using EJScreen Version 2.3

EJScreen Environmental and Socioeconomic Indicators Data

SELECTED VARIABLES	VALUE	STATE AVERAGE	PERCENTILE IN STATE	USA AVERAGE	PERCENTILE IN USA
ENVIRONMENTAL BURDEN INDICATORS					
Particulate Matter 2.5 ($\mu g/m^3$)	5.71	9.51	1	8.45	3
Ozone (ppb)	48.7	51.8	5	61.8	1
Nitrogen Dioxide (NO_2) (ppbv)	6.9	6.3	62	7.8	43
Diesel Particulate Matter ($\mu g/m^3$)	0.056	0.256	9	0.191	10
Toxic Releases to Air (toxicity-weighted concentration)	8.5	1,800	9	4,600	8
Traffic Proximity (daily traffic count/distance to road)	110,000	1,200,000	15	1,700,000	18
Lead Paint (% Pre-1960 Housing)	0.095	0.23	42	0.3	35
Superfund Proximity (site count/km distance)	0	0.53	0	0.39	0
RMP Facility Proximity (facility count/km distance)	0	0.51	0	0.57	0
Hazardous Waste Proximity (facility count/km distance)	2.1	2.9	56	3.5	60
Underground Storage Tanks (count/km^2)	1.5	6.1	51	3.6	58
Wastewater Discharge (toxicity-weighted concentration/m distance)	0	300	0	700000	0
Drinking Water Non-Compliance (points)	0.16	1	85	2.2	74
SOCIOECONOMIC INDICATORS					
Demographic Index USA	1.04	N/A	N/A	1.34	44
Supplemental Demographic Index USA	1.86	N/A	N/A	1.64	67
Demographic Index State	1.37	1.47	52	N/A	N/A
Supplemental Demographic Index State	1.84	1.37	79	N/A	N/A
People of Color	18%	33%	28	40%	34
Low Income	32%	23%	73	30%	59
Unemployment Rate	6%	5%	70	6%	67
Limited English Speaking Households	1%	4%	54	5%	60
Less Than High School Education	5%	8%	43	11%	34
Under Age 5	3%	5%	30	5%	33
Over Age 64	37%	17%	95	18%	94

*Diesel particulate matter index is from the EPA's Air Toxics Data Update, which is the Agency's ongoing, comprehensive evaluation of air toxics in the United States. This effort aims to prioritize air toxics, emission sources, and locations of interest for further study. It is important to remember that the air toxics data presented here provide broad estimates of health risks over geographic areas of the country, not definitive risks to specific individuals or locations. More information on the Air Toxics Data Update can be found at: https://www.epa.gov/haps/air-toxics-data-update.

The City of Sequim is able to provide translation services, both written and spoken, through the previously negotiated State Contracts available through the Department of Enterprise Systems. The table below notes the type of translation services offered and the Master Contract number.

Contract Number	Contract Title	Effective Date	Term Date	OMWBE Certs	Small
17622	SPOKEN LANGUAGE INTERPRETER SERVICES - COURT CREDENTIALED	07-01-2023	06-30-2025	MW	
18222	SPOKEN LANGUAGE INTERPRETER SERVICES - IPI, OPI, AND VRI (NON-CBA)	12-11-2023	12-11-2026	MW	
04218	TRANSLATION SERVICES - WRITTEN WORD	07-10-2019	07-31-2025	M	
06821	SPOKEN LANGUAGE INTERPRETER SERVICES - IPI, OPI, AND VRI (CBA)	02-01-2022	02-29-2028		
02819	SPOKEN LANGUAGE INTERPRETER SERVICES - OPI AND VRI	03-03-2020	03-03-2025		
15422	TRANSCRIPTION AND CAPTIONING SERVICES	02-21-2023	02-21-2028		
01618	TRANSLATION SERVICES - SYSTEM GENERATED CLIENT LETTERS	11-20-2018	11-19-2024		

4. Complaints – Provide a copy of the LPA's Title VI complaint log, including new Title VI complaints received during this reporting period and any still pending. Include the basis of the complaint (race, color, national origin) and describe the disposition (status/outcome).

No complaints were received during this period.

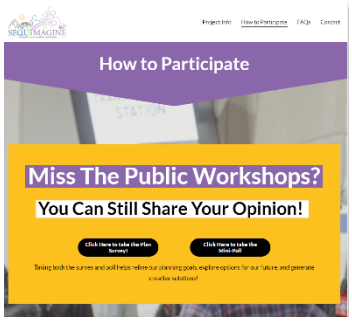
5. Planning – Describe the transportation planning activities performed this reporting period. Describe the actions taken to promote Title VI compliance regarding transportation planning, including monitoring and review processes, community involvement, their outcome or status. Include examples of community outreach.

The City of Sequim is in the process of updating the Comprehensive Plan and the Transportation Master Plan. As part of that process, a three-day Public Workshop was held in June 2024 and outreach at the local Farmers Market was held in July and August. The City Engineer as well as additional staff and consultants were in attendance to discuss transportation specific items. The Final Plan Presentation is

tentative schedule for a City Council meeting in June 2025. The outreach summary, interview summary, and public participation plan updates can be found on the City of Sequim's comprehensive plan website, "sequimagine.org" https://www.sequimagine.org/how-to-participate.



As continued outreach, an online survey and interest poll are available to provide input on the plan.



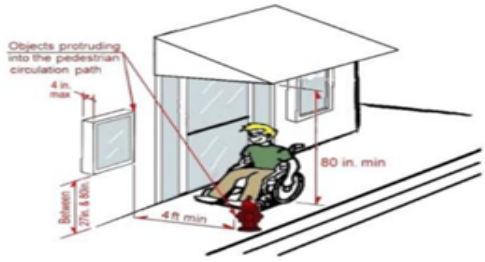
Additional outreach related to this effort is anticipated in 2025.

Continuing efforts from 2023, the ADA Transition Plan is being implemented over several years. The plan was adopted in September 2023 and can be found on the City's website, under the ADA Compliance page. We continue to conduct awareness messages related to the study findings though the City Newsletter. Additionally, a meeting with the National Federation of Blind: Clallam County was held on June 10, 2024 to discuss future improvements.

Example: City Newsletter, February 2024

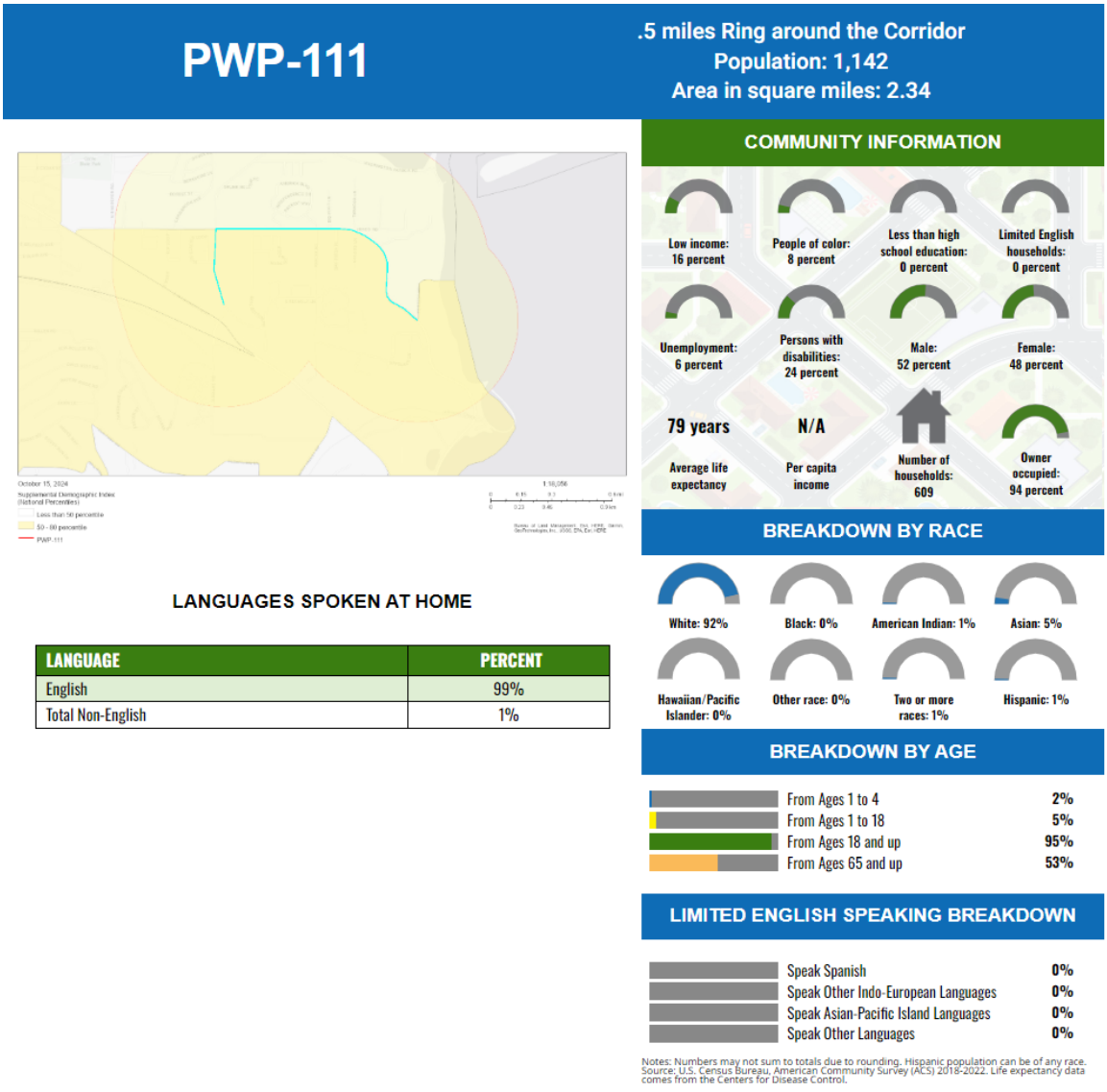
Keeping Sequim Accessible - Objects Overhanging City Right-of-Way

The City of Sequim is focused on accessibility for all our residents and recently completed an ADA (Americans with Disabilities Act) transition plan to help us address the opportunities for improvement. To support that effort, the City reminds residents that they are responsible for maintaining landscaping and vegetation adjacent to the public right of way on their property and ensuring that proper pruning and clear space is maintained pursuant to Sequim Municipal Code Section 12.25.070 and the recent ADA transition plan. Residents must ensure that trees, shrubs, bushes, or any other objects have a clear space of 80 inches above the sidewalk. Starting February 2024, if vegetation/landscaping adjacent to public right of way is encroaching upon or otherwise an encumbrance on public right of way, City staff will ensure that ADA and Sequim Municipal Code standards are met. If you have any questions, comments, or concerns please contact Public Works at pubworks@sequimwa.gov. Thank you for helping us make the City of Sequim accessible for everyone.



6. Right-of-way actions – Describe activities during this reporting period associated with the purchase, sale, lease/use, or transfer of real property (related to highway transportation/public right-of-way use). Include demographic information of affected populations. For example, the race, color, national origin of affected property/business owners(s)/tenant(s).

West Sequim Bay Rd Corridor – This project is a utility service expansion eastward on W Sequim Bay Rd with construction of 6,900 LF of gravity sewer line, 5,100 LF of sewer force main, a 400-gpm lift station, as well as expansion and looping of water service with construction of 2,330 LF of water pipe and 1,000 LF of water main. Additionally, necessary pavement rehabilitation will be completed to restore road surfaces after construction. The right-of-way portion of this project is focused on public utility easement. This is a multiyear project that started in 2023. Demographic information of affected population can be found using the Map and Community Report from EPA's Environmental Justice Screening and Mapping Tool (Version 2.3), Supplemental Demographic Index enabled, using a 0.5 mile yellow marker around this specific project site.



LANGUAGES SPOKEN AT HOME

LANGUAGE	PERCENT
English	99%
Total Non-English	1%

EJScreen Environmental and Socioeconomic Indicators Data

SELECTED VARIABLES	VALUE	STATE AVERAGE	PERCENTILE IN STATE	USA AVERAGE	PERCENTILE IN USA
ENVIRONMENTAL BURDEN INDICATORS					
Particulate Matter 2.5 ($\mu g/m^3$)	5.79	9.51	2	8.45	4
Ozone (ppb)	48.8	51.8	5	61.8	1
Nitrogen Dioxide (NO_2) (ppbv)	5	6.3	30	7.8	23
Diesel Particulate Matter ($\mu g/m^3$)	0.0474	0.256	7	0.191	7
Toxic Releases to Air (toxicity-weighted concentration)	13	1,800	10	4,600	9
Traffic Proximity (daily traffic count/distance to road)	74,000	1,200,000	12	1,700,000	15
Lead Paint (% Pre-1960 Housing)	0.12	0.23	47	0.3	38
Superfund Proximity (site count/km distance)	0	0.53	0	0.39	0
RMP Facility Proximity (facility count/km distance)	0	0.51	0	0.57	0
Hazardous Waste Proximity (facility count/km distance)	0.96	2.9	40	3.5	44
Underground Storage Tanks (count/km^2)	0.2	6.1	31	3.6	37
Wastewater Discharge (toxicity-weighted concentration/m distance)	0	300	0	700000	0
Drinking Water Non-Compliance (points)	0.47	1	86	2.2	75
SOCIOECONOMIC INDICATORS					
Demographic Index USA	0.5	N/A	N/A	1.34	15
Supplemental Demographic Index USA	1.48	N/A	N/A	1.64	46
Demographic Index State	0.66	1.47	12	N/A	N/A
Supplemental Demographic Index State	1.37	1.37	55	N/A	N/A
People of Color	8%	33%	6	40%	17
Low Income	16%	23%	42	30%	31
Unemployment Rate	6%	5%	68	6%	65
Limited English Speaking Households	0%	4%	0	5%	0
Less Than High School Education	0%	8%	0	11%	0
Under Age 5	2%	5%	24	5%	27
Over Age 64	53%	17%	99	18%	98

*Diesel particulate matter index is from the EPA's Air Toxics Data Update, which is the Agency's ongoing, comprehensive evaluation of air toxics in the United States. This effort aims to prioritize air toxics, emission sources, and locations of interest for further study. It is important to remember that the air toxics data presented here provide broad estimates of health risks over geographic areas of the country, not definitive risks to specific individuals or locations. More information on the Air Toxics Data Update can be found at: https://www.epa.gov/haps/air-toxics-data-update.

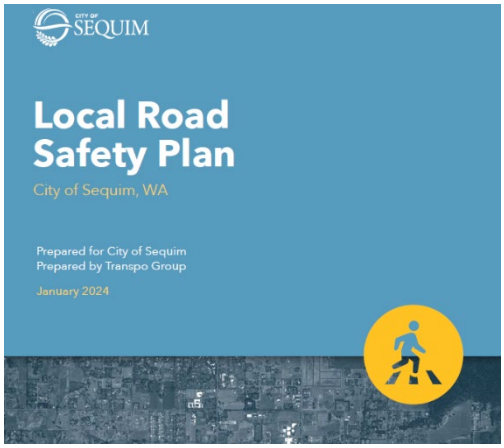
7. Identify right-of-way appraisers and acquisition staff (used during this reporting period) by race, color, national origin.

Commonstreet Consulting was contracted to provide right-of-way services associated with a 16.61 acre park land purchase. The appraiser portion of the task was subcontracted to Rich Duncan who is reported to be a white male of US origin. The escrow/title staff that participated in the service was Stephanie Golly who is a white female of US origin.

Tierra Right of Way Services, LTD provided right-of-way services associated with obtaining easements for the West Sequim Bay Road Corridor project during 2023/2024. SH&H Valuation & Consulting acted as a subcontractor on this contract and provided the appraisal report. Neither Tierra or SH&H provided demographic data.

8. Studies and Plans – Were any transportation studies (including environmental reviews) conducted or transportation plans completed during this reporting period? Identify the data source(s) and provide data summary (Title VI/Environmental Justice Analysis) relative to ethnicity, race, languages spoken,

neighborhoods, income levels, physical environments, and/or travel habits. Explain how data was used in these studies/reviews/plans.



The Local Roads Safety Plan and Safety Action Plan was completed during the 2023/2024 reporting period. This plan used a data-based, proactive approach to identify potential safety concerns and systemic improvements in the transportation network addressing historical crashes and proactively mitigate future crashes. A high-level equity analysis was performed to determine if there are disadvantaged groups or priority populations that are more heavily impacted with a higher rate or severity of crashes. The equity analysis was also performed to inform the location of projects, to ensure that areas of potentially historical underinvestment were strongly considered for systemic, data-based safety countermeasure projects. Equity data was obtained from the Washington State Department of Health and the US Census and 2021 American Community Survey. The plan was completed in January 2024.

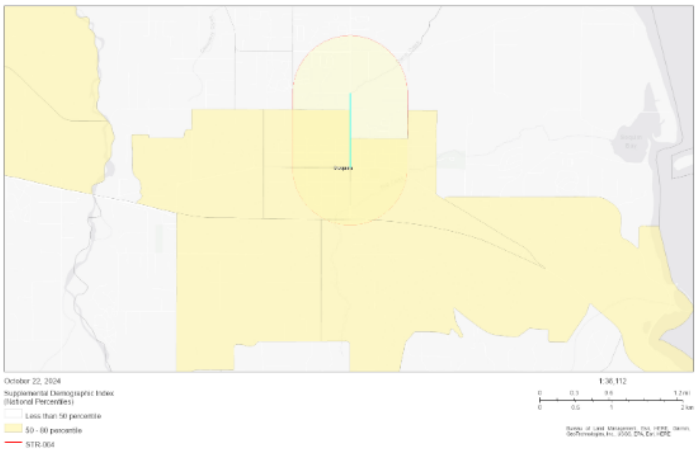
9. Project Location and Design – Provide a list of construction projects that began during this reporting period. Using a map of the LPAs service area, identify project locations, and a brief description of the projects' benefits/burdens to affected populations. If possible, provide a map that overlays projects with the racial composition of affected neighborhoods.

North Sequim Avenue Pavement Rehabilitation (STR-064) – This project included mill and HMA overlay on N Sequim Avenue, from Washington St to Deytona St. New pavement markings, clarifying traffic flow options were installed. This project extends the life of the pavement and avoids more costly repairs. This project benefits include improved traffic safety for vehicles and cyclists.

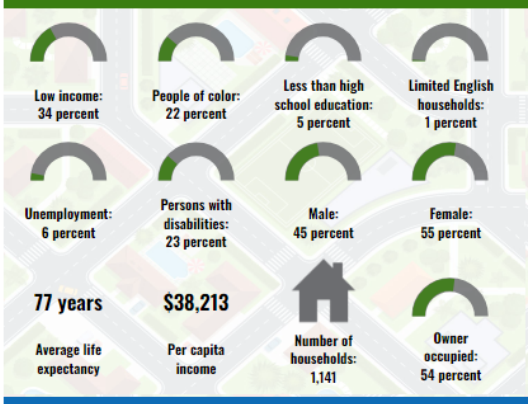
Map and Community Report from EPA's Environmental Justice Screening and Mapping Tool (Version 2.3), Supplemental Demographic Index enabled, using a 0.5 mile yellow marker around project site.

STR-064

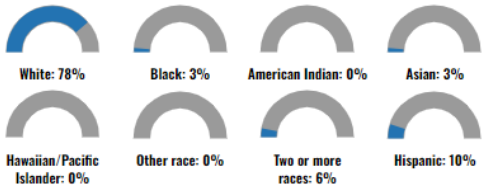
.5 miles Ring around the Corridor
Population: 2,347
Area in square miles: 1.43



COMMUNITY INFORMATION



BREAKDOWN BY RACE



BREAKDOWN BY AGE



LIMITED ENGLISH SPEAKING BREAKDOWN



Notes: Numbers may not sum to totals due to rounding. Hispanic population can be of any race.
Source: U.S. Census Bureau, American Community Survey (ACS) 2018-2022. Life expectancy data comes from the Centers for Disease Control.

LANGUAGES SPOKEN AT HOME

LANGUAGE	PERCENT
English	93%
Spanish	3%
German or other West Germanic	1%
Other Indo-European	1%
Tagalog (including Filipino)	1%
Total Non-English	7%

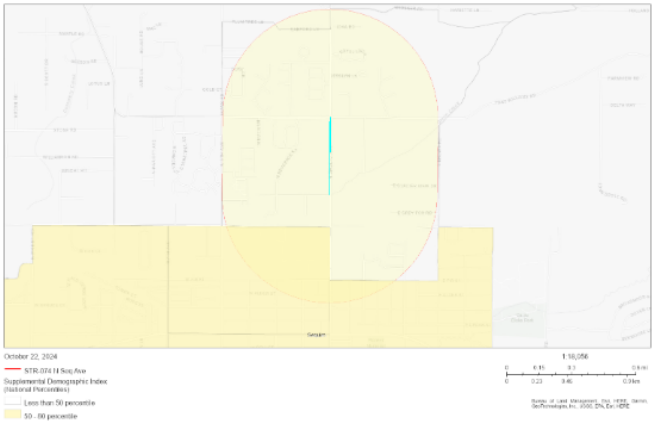
Report for .5 miles Ring around the Corridor
Report produced October 22, 2024 using EJScreen Version 2.3

North Sequim Avenue Sidewalks and Bike Lanes (STR-074) – This project increased community mobility by filling a 3,000-foot gap is sidewalk facilities for pedestrians along the westside of Sequim Avenue and provided bike lanes between Port Williams Road and Deytona Street on Sequim Avenue. The project also included retrofitting the roundabout at the intersection of North Sequim Avenue and Port Williams Road to include safe pedestrian and bicycle crossings. This project services the Sequim School District campuses as a direct route to the school campus. This project benefit pedestrians and cyclists using this route to access the downtown corridor and schools by creating a safe route to access services.

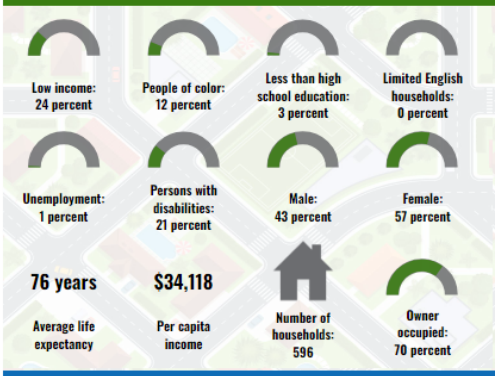
Map and Community Report from EPA's Environmental Justice Screening and Mapping Tool (Version 2.3), Supplemental Demographic Index enabled, using a 0.5 mile yellow marker around project site.

STR-074 N Seq Ave

.5 miles Ring around the Corridor
Population: 1,056
Area in square miles: 1.14



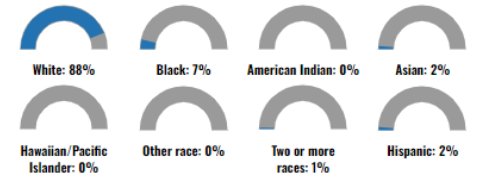
COMMUNITY INFORMATION



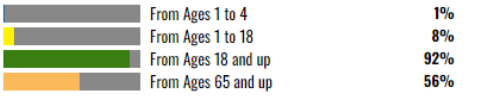
LANGUAGES SPOKEN AT HOME

LANGUAGE	PERCENT
English	96%
Spanish	1%
German or other West Germanic	1%
Other Indo-European	1%
Total Non-English	4%

BREAKDOWN BY RACE



BREAKDOWN BY AGE



LIMITED ENGLISH SPEAKING BREAKDOWN

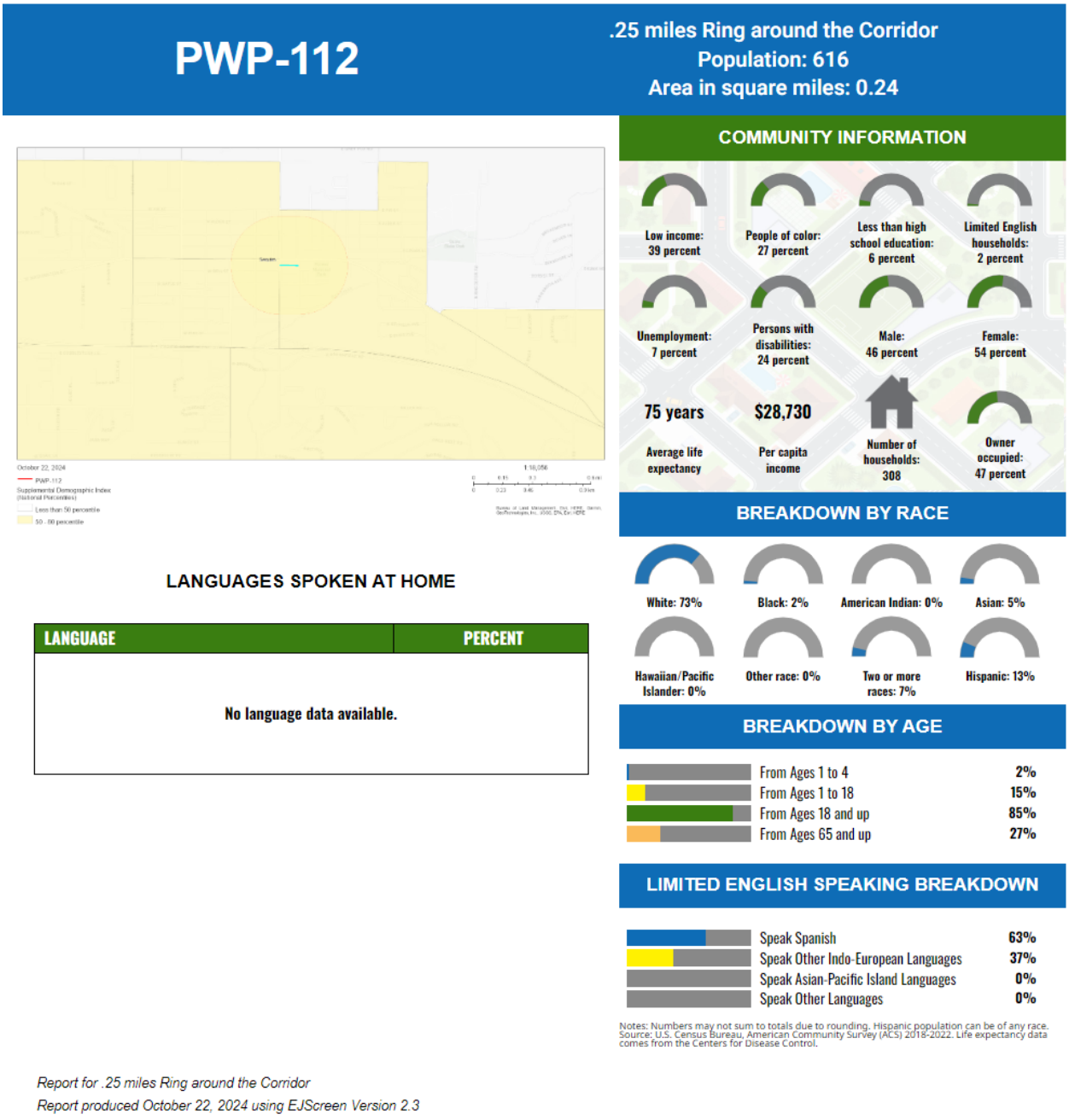


Notes: Numbers may not sum to totals due to rounding. Hispanic population can be of any race.
Source: U.S. Census Bureau, American Community Survey (ACS) 2018-2022. Life expectancy data comes from the Centers for Disease Control.

Report for .5 miles Ring around the Corridor
Report produced October 22, 2024 using EJScreen Version 2.3

Etta Street sewer line replacement and water main installation (PWP-112) – This project included the replacement of deterioration concrete sewer line and installation of a water main along Etta Street between South Sequim Avenue and South Sunnyside Avenue. Also included were necessary pavement repairs. The project benefits those who live, work, or move through the area by increasing the capacity of the sewer line and improved fire flow as well as improving pavement conditions.

Map and Community Report from EPA's Environmental Justice Screening and Mapping Tool (Version 2.3), Supplemental Demographic Index enabled, using a 0.25 mile yellow marker around project site.



PWP-112

.25 miles Ring around the Corridor
Population: 616
Area in square miles: 0.24

COMMUNITY INFORMATION

BREAKDOWN BY RACE

BREAKDOWN BY AGE

LIMITED ENGLISH SPEAKING BREAKDOWN

Notes: Numbers may not sum to totals due to rounding. Hispanic population can be of any race.
Source: U.S. Census Bureau, American Community Survey (ACS) 2018-2022. Life expectancy data comes from the Centers for Disease Control.

LANGUAGES SPOKEN AT HOME

LANGUAGE	PERCENT
No language data available.	

Report for .25 miles Ring around the Corridor
Report produced October 22, 2024 using EJScreen Version 2.3

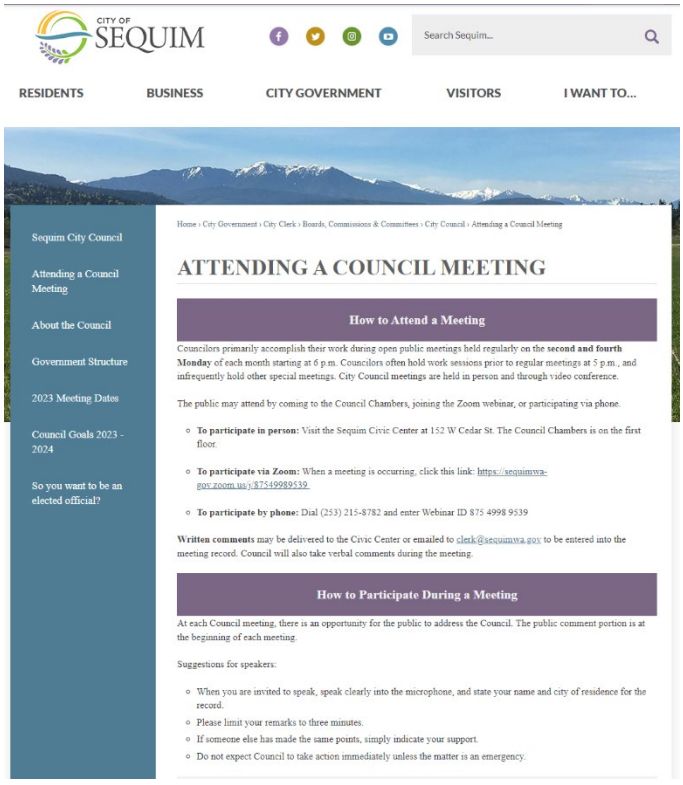
10. Other Public Meetings – List other public meetings held during this reporting period. Identify efforts used to encourage citizen participation at those meetings. Detail dates, times, locations, attendance, and provide examples of outreach materials.

    1. Identify members of the LPA's transportation planning and/or advisory groups by race, color, and national origin

2. Specify methods used to collect demographic information from the transportation-related public meetings. (Self-identification surveys, notes by staff, etc.) Include summaries of Public Involvement Forms collected at each meeting, listing the demographics of those who attended by meeting.
3. List any language assistance services requested. For which languages? Who provided the service? In addition, list vital documents translated during the reporting period and identify the languages.

City of Sequim Council Meetings: All City of Sequim construction contracts and consultant agreements over $70,000 are approved at City of Sequim Council meetings. City of Sequim Council meetings are open to the public and held on the 2nd and 4th Monday of each month at the City of Sequim Civic Center at 6:00pm. While all meetings do not contain a construction contract agreement for approval, they are all open to Public Comment which can be about any topic. All City of Sequim Council Meetings were held in person at the Sequim Civic Center, Council Chambers, 152 W Cedar St, Sequim WA 98382 with a virtual option using videoconferencing and teleconferencing formats.

Notice of public meetings are provided on the City of Sequim Website, https://www.sequimwa.gov/319/Attending-a-Council-Meeting.



The City of Sequim website uses Google Translate technology, which translates the text into 132 languages.



In January 2024, the City of Sequim invested in a subscription to the Monsido Software package to assist staff with ADA compliance on the City of Sequim website https://sequimwa.gov and the City Tourism website https://visitsunnysequim.com. The software performs a weekly scan of the website and

identifies quality assurance issues, such as broken links and potential misspellings, as well as accessibility issues. Steady progress is being made as the City of Sequim's internal website committee is fixing the problems that have been identified.

The City of Sequim also publishes a monthly newsletter that is sent to all utility customers via mail and is also distributed via email to those that wish to subscribe. This newsletter, example below for January 2024, provides public outreach for meetings, events, and other local government related items for the community's knowledge.

CITY OF SEQUIM *News*

January 2024

Meeting Dates

City Council Regular Meeting	**2nd & 4th Monday 6:00 p.m.**
City Council Work Session (As Needed)	2nd & 4th Monday 5:00 p.m.
Planning Commission (As Needed)	1st & 3rd Tuesday 5:30 p.m.
Parks, Arbor, and Recreation Board	3rd Monday 4:00 p.m.
Lodging Tax Advisory Committee	Quarterly—Next Meeting To Be Scheduled
Sequim Arts Commission	4th Monday 3:00 p.m.

The City of Sequim is currently holding hybrid meetings for the City Council and other Boards and Commissions. The public is able to participate in person or through Zoom if preferred. Visit https://sequimwa.gov, scroll to the Calendar of Events and click on the meeting. Open the agenda and click the link or call the phone number to join the meeting.

Community Survey

We Want to Hear From You!
There is Still Time to Take the Community Survey

Your input is important! Community Surveys have been mailed to City residents. You can return your survey by mail or take the survey online at https://sequimsurvey.org/. The results of the survey will help guide future programs and work plans so the City can continue to improve the services it provides to the community.



Redaction Charges

Beginning January 1, the City of Sequim will charge for redactions related to public records requests for Body Worn Cameras. Learn more at https://www.sequimwa.gov/235/Public-Records.

Be Kind #BeKindSequim

"Kindness is loving yourself enough to love those around you."

- *Unknown*

City offices will be closed on Monday, January 1 in observance of New Year's Day and on Monday, January 15 for Martin Luther King, Jr. Day.



Etta Street Project Complete



Associate Engineer Austin Wagner at the completed Etta Street.

The Etta Street Sewer and Water Improvement Project is complete. The project, which was finished on-time and $106,000 under budget, was engineered and managed by City staff with Associate Engineer Austin Wagner as the lead.

The work included replacement of the water and sewer lines, the addition of stormwater facilities, new pavement, and other associated work. The work was performed by Interwest Construction Inc., Lakeside Industries, Stripe Rite, Roadrunner Concrete Cutting, KD&S Environmental, and Clark Land Office.

Congratulations City Engineering Team!

Centennial Place Open House



The City will be hosting an Open House on Friday, January 5, from 3:00 to 5:00 p.m. at the Sequim Civic Center, to receive public input on the development of Centennial Place at the Northeast corner of Sequim Avenue and Washington Street.

Three concept level designs have been developed for this space by Jett Landscape Architects, which will be available for viewing by the public.

If you are not able to participate in the Open House, there will be an opportunity to participate in an on-line survey. The link to the survey will be available in early January through the end of the month on the City of Sequim website https://sequimwa.gov.

City Website: sequimwa.gov Civic Center 360-683-4139 Office Hours: M—F 7:30 a.m. to 4:00 p.m.
Public Works and Community Development 360-683-4908

In addition to City of Sequim Council meetings, the Sequim Planning Commission meets up to 2 times a month. The Planning Commission serves as an advisory body to the City Council. The purpose of the Planning Commission is to provide guidance and direction for Sequim's future growth through continued review and improvement to Sequim's Comprehensive Plan, zoning code, shoreline management, environmental protection, and related land use documents. The Planning Commission will have all of the

powers and perform each and all of the duties specified by Chapter 35A.63 RCW, as amended, and set forth or amended by ordinance. (Ord. 2009-036 § 1; Ord. 2009-030; Ord. 311 § 2, 1974). The public is notified of the Sequim Planning Commission meeting in the same ways as listed above for the City Council Meetings. All Sequim Planning Commission meetings were held at Sequim Civic Center, Council Chambers, 152 W Cedar St, Sequim, WA 98382 at 5:30pm.

In the event that a public hearing is held during a City of Sequim Council meeting or Sequim Planning Commission meeting, additionally advertising is published with the Peninsula Daily News newspapers. Public hearings are also held in the Sequim Civic Center, Council Chambers, 152 W Cedar St, Sequim, WA 98382.

The elected officials that make up the Sequim City Council and the Sequim Planning Commission are:

First Name	Last Name	Position	Race/Color/National Origin
William	Armacost	Council Position 1 (2023)	
Kathy	Downer	Council Position 1 (2024) Council Position 2 (2023)	Caucasian/White/USA
Dan	Butler	Council Position 2 (2024)	Caucasian/White
Vicki	Lowe	Council Position 3 (2023 & ‘24)	
Rachel	Anderson	Council Position 4 (2023 & ‘24)	
Brandon	Janisse	Council Position 5 (2023 & ‘24)	
Lowell	Rathbun	Council Position 6 (2023)	
Harmony	Rutter	Council Position 6 (2024)	
Tom	Ferrell	Council Position 7 (2023 & part of‘24)	
Nicole	Hartman	Council Position 7 (2024)	
Julianne	Coonts	Planning Commissioner (2023 & ’24)	
Eileen	Cummings	Planning Commissioner (2023 & ’24)	Caucasian/White/USA
Jeff	Carter	Planning Commissioner (2023 & ’24)	
Alex	Fane	Planning Commissioner (2023 & ’24)	
Larry	Hueth	Planning Commissioner (2023 & ’24)	
Dennis	Lefevre	Planning Commissioner (2024)	
Larry	Hueth	Planning Commissioner (2024)	
Elizabeth Dan	Hall Butler	Planning Commissioner (2023) Planning Commissioner (2023)	 Caucasian/White

Members were given the opportunity to provide Race/Color/National Origin however most of them elected to not disclose this data.

The following meetings were held between October 2023 and September 2024:

Meeting Date	Attendance by Roll Call and Public Comment
10/3/23	Planning Commission Meeting: Commissioners present at roll call were Jeff Carter, Julianne Coonts, Eileen Cummings, Alex Fane, Ann Hall, and Karen Mahalick. There were no Public Comments. Staff present were City Manager Matt Huish, Deputy City Manager/Director of Community & Economic Development Charisse Deschenes, City Engineer Nick Dostie, IT Manager Anthony Martin.
10/9/23	City Council Meeting: Councilors William Armacost, Kathy Downer, Vicki Lowe, Rachel Anderson, Lowell Rathbun, and Deputy Mayor Brandon Janisse were present. Public Comments included Colleen Robinson (Habitat for Humanity), Norm Pederson (Habitat for Humanity), and Dale Jarvis (Sequim Good Governance League). Staff present were City Manager Matthew Huish, City Attorney Kristina Nelson-Gross, City Clerk Amy Aschenbrenner, Deputy City Manager/Director of Community & Economic Development Charisse Deschenes, IT Manager Anthony Martin, Deputy Chief Mike Hill, Public Works Director Sarah VanAusdle, City Engineer/Deputy Director of Public Works Nick Dostie.
10/17/23	Planning Commission Meeting: Commissioners present at roll call were Jeff Carter, Dan Butler, Julianne Coonts, Eileen Cummings, Alex Fane, Ann Hall, and Karen Mahalick. There were no Public Comments. Staff present were City Manager Matt Huish, Deputy City Manager/Director of Community & Economic Development Charisse Deschenes, Public Works Director Sarah VanAusdle, DCD Specialist Emily Coler.
10/23/23	City Council Meeting: Councilors William Armacost, Kathy Downer, Vicki Lowe, Rachel Anderson, Lowell Rathbun, Deputy Mayor Brandon Janisse, and Mayor Tom Ferrell were present. Public Comments included Colleen Robinson (Habitat for Humanity), Bonnie Bless-Boenish (League of Women Voters), Christy Smith (Chief Executive Officer of United Way of Clallam County), Andra Smith (Executive Director of the Sequim Food Bank), Leslie Bond (Executive Director of Healthy Families), and Harmony Rutter (Sequim Resident). Staff present were City Manager Matthew Huish, City Clerk Amy Aschenbrenner, Deputy City Manager/Director of Community & Economic Development Charisse Deschenes, Administrative Services Director Sue Hagener, IT Manager Anthony Martin,

	Deputy Chief Mike Hill, City Engineer/Deputy Director of Public Works Nick Dostie, Parks and Facilities Manager Hannah Merrill.
11/7/23	Planning Commission Meeting: Commissioners present at roll call were Jeff Carter, Julianne Coonts, Eileen Cummings, Alex Fane, Ann Hall, and Karen Mahalick. Public Comments included Doug Wright (Sequim resident). Staff present were Deputy City Manager/Director of Community & Economic Development Charisse Deschenes, DCD Specialist/Commission Clerk Emily Coler.
11/13/23	City Council Meeting: Councilors Kathy Downer, Vicki Lowe, Lowell Rathbun, Deputy Mayor Brandon Janisse, and Mayor Tom Ferrell were present. Public Comments included Christy Smith (Chief Executive Officer of United Way of Clallam County), Melissa Mar (owner of Cedar Creek Dental Center), Peter Ham (owner of Peter Ham, DDS, MSD), Mary Bell (Sequim Resident), John Popinski (Sequim Resident), Caleb Grubb (Pointer Properties contractor in Sequim), and Harmony Rutter (Sequim Resident). Staff present were City Manager Matthew Huish, City Attorney Kristina Nelson-Gross, City Clerk Amy Aschenbrenner, Deputy City Manager/Director of Community & Economic Development Charisse Deschenes, Administrative Services Director Sue Hagener, IT Manager Anthony Martin, Police Chief Sheri Crane, Public Works Director Sarah VanAusdle, City Engineer/Deputy Director of Public Works Nick Dostie.
11/27/23	City Council Meeting: Councilors William Armacost, Vicki Lowe, Rachel Anderson, Lowell Rathbun, Deputy Mayor Brandon Janisse, and Mayor Tom Ferrell were present. Public Comments included John Worthington and Judy Larson (County resident). Staff present were City Manager Matthew Huish, City Attorney Kristina Nelson-Gross, City Clerk Amy Aschenbrenner, Administrative Services Director Sue Hagener, IT Manager Anthony Martin, Police Chief Sheri Crane, Deputy Chief Mike Hill, Public Works Director Sarah VanAusdle, City Engineer/Deputy Director of Public Works Nick Dostie.
12/5/23	Planning Commission Meeting: Commissioners present at roll call were Jeff Carter, Julianne Coonts, Alex Fane, Ann Hall, and Karen Mahalick. Public Comments included Doug Wright (Sequim resident). Staff present were Deputy City Manager/Director of Community & Economic Development Charisse Deschenes, DCD Specialist/Commission Clerk Emily Coler.

12/11/23	City Council Meeting: Councilors William Armacost, Kathy Downer, Vicki Lowe, Rachel Anderson, Lowell Rathbun, Deputy Mayor Brandon Janisse, and Mayor Tom Ferrell were present. There were no Public Comments. Staff present were City Manager Matthew Huish, City Attorney Kristina Nelson-Gross, City Clerk Amy Aschenbrenner, Deputy City Manager/Director of Community & Economic Development Charisse Deschenes, Human Resources Director Emily Stednick, IT Manager Anthony Martin, Police Chief Sheri Crane, Deputy Chief Mike Hill, City Engineer/Deputy Director of Public Works Nick Dostie, Executive Assistant Merrin Packer, Arts Coordinator Sarah Hurt.
1/2/24	Planning Commission Meeting: Commissioners present at roll call were Jeff Carter, Julianne Coonts, Eileen Cummings, Alex Fane, Ann Hall, Larry Hueth, and Karen Mahalick. There were no Public Comments. Staff present were Deputy City Manager/Director of Community & Economic Development Charisse Deschenes, DCD Specialist/Commission Clerk Emily Coler.
1/8/24	City Council Meeting: Councilors Kathy Downer, Dan Butler, Vicki Lowe, Rachel Anderson, Brandon Janisse, Harmony Rutter, and Tom Ferrell were present. Public Comments included Candace Pratt. Staff present were City Manager Matthew Huish, City Attorney Kristina Nelson-Gross, City Clerk Amy Aschenbrenner, IT Manager Anthony Martin, Deputy Chief Mike Hill, Public Works Director Sarah VanAusdle, City Engineer/Deputy Director of Public Works Nick Dostie, Communications and Marketing Director Barbara Hannah, Parks and Events Manager Hannah Merrill.
1/22/24	City Council Meeting: Councilors Dan Butler, Harmony Rutter, Kathy Downer, Vicki Lowe, Deputy Mayor Rachel Anderson, and Mayor Brandon Janisse were present. There were no Public Comment. Staff present were City Manager Matthew Huish, City Attorney Kristina Nelson-Gross, City Clerk Amy Aschenbrenner, Deputy City Manager/Director of Community & Economic Development Charisse Deschenes, IT Manager Anthony Martin, Police Chief Sheri Crane, Public Works Director Sarah VanAusdle, City Engineer/Deputy Director of Public Works Nick Dostie, Deputy Chief Mike Hill, Associate Engineer Austin Wagner, Executive Assistant Merrin Packer, Building Official Joel Dressel.
2/6/24	Planning Commission Meeting: Commissioners present at roll call were Julianne Coonts, Eileen Cummings, Larry Hueth, Dennis Lefevre, and Karen Mahalick.

	Public Comments included Brandon Janisse (Sequim resident & Mayor of Sequim) and Doug Wright (Sequim resident). Staff present were Deputy City Manager/Director of Community & Economic Development Charisse Deschenes, Building Official Joel Dressel, DCD Specialist/Commission Clerk Emily Coler.
2/12/24	City Council Meeting: Councilors Dan Butler, Harmony Rutter, Tom Ferrell, Kathy Downer, Vicki Lowe, Deputy Mayor Rachel Anderson, and Mayor Brandon Janisse were present. Public Comment included Norman Pederson (Habitat for Humanity), Jeff Cole, Mark Sikas, Karen Hogan, Vickie Maples (Irrigation Festival Director), Mary Bell, and Dale Jarvis. Staff present were City Manager Matthew Huish, City Attorney Kristina Nelson -Gross, Deputy City Manager/Director of Community and Economic Development Charisse Deschenes, Police Chief Sheri Crain, Deputy Police Chief Mike Hill, Public Works Director Sarah VanAusdle, City Engineer/Deputy Director of Public Works Nick Dostie, Parks & Facilities Manager Hannah Merrill, IT Manager Anthony Martin, IT Manager
2/26/24	City Council Meeting: Councilors Dan Butler, Harmony Rutter, Kathy Downer, Vicki Lowe, Deputy Mayor Rachel Anderson, and Mayor Brandon Janisse were present. There were no Public Comment. Staff present were City Manager Matthew Huish, City Attorney Kristina Nelson-Gross, Deputy City Manager/Director of Community and Economic Development Charisse Deschenes, Police Chief Sheri Crain, Deputy Police Chief Mike Hill, Communications & Marketing Director Barbara Hanna, Public Works Director Sarah VanAusdle, City Engineer/Deputy Director of Public Works Nick Dostie, Human Resources Director Emily Stednick, IT Manager Anthony Martin, Assistant City Clerk Heather Robley
3/5/24	Planning Commission Meeting: Commissioners present at roll call were Julianne Coonts, Eileen Cummings, Larry Hueth, Jeff Carter, Alex Fane, and Karen Mahalick. Public Comments included Doug Wright (Sequim resident). Staff present were City Manager Matt Huish, Deputy City Manager/Director of Community & Economic Development Charisse Deschenes, DCD Specialist/Commission Clerk Emily Coler.
3/11/24	City Council Meeting: Councilors Dan Butler, Harmony Rutter, Vicki Lowe, Deputy Mayor Rachel Anderson, and Mayor Brandon Janisse were present. Public Comment included Dale Jarvis (County resident), Vickie Maples (Sequim Irrigation Festival), Araya (Irrigation Festival), Jim Stoffer, and Jeff Nicholas (Clallam County Fire District 3 Board Chairman).

	Staff present were City Manager Matthew Huish, City Attorney Kristina Nelson-Gross, Deputy City Manager/Director of Community and Economic Development Charisse Deschenes, Police Chief Mike Hill, Communications & Marketing Director Barbara Hanna, Public Works Director Sarah VanAusdle, City Engineer/Deputy Director of Public Works Nick Dostie, Parks & Facilities Manager Hannah Merrill, IT Manager Anthony Martin, Utilities Manager John Christenson, Assistant City Clerk Heather Robley.
3/19/24	Planning Commission Meeting: Commissioners present at roll call were Jeff Carter, Julianne Coonts, Eileen Cummings, Alex Fane, Larry Hueth, Karen Mahalick. There were no Public Comments. Staff present were Deputy City Manager/Director of Community & Economic Development Charisse Deschenes, DCD Specialist/Commission Clerk Emily Coler.
3/25/24	City Council Meeting: Councilors Harmony Rutter, Kathy Downer, Vicki Lowe, Deputy Mayor Rachel Anderson, and Mayor Brandon Janisse were present. Public Comment included Colleen Robinson (Habitat for Humanity) and Jeannie Robards (Olympic Peninsula Bicycle Alliance). Staff present were City Manager Matthew Huish, City Attorney Kristina Nelson-Gross, Deputy City Manager/Director of Community and Economic Development Charisse Deschenes, Administrative Services Director Sue Hagener, Police Chief Mike Hill, Public Works Director Sarah VanAusdle, City Engineer/Deputy Director of Public Works Nick Dostie, IT Manager Anthony Martin, Assistant City Clerk Heather Robley.
4/1/24	Planning Commission Meeting: Commissioners present at roll call were aren Mahalick, Larry Hueth, Dennis Lefevre, Eileen Cummings, Jeff Carter, Alex Fane, Julianne Coonts. Public Comments included Doug Wright (Sequim resident). Staff present were City Manager Matt Huish, Deputy City Manager/Director of Community & Economic Development Charisse Deschenes, DCD Specialist/Commission Clerk Emily Coler.
4/8/24	City Council Meeting: Councilors Dan Butler, Harmony Rutter, Kathy Downer, Vicki Lowe, Deputy Mayor Rachel Anderson, and Mayor Brandon Janisse were present. There were no Public Comment. Staff present were City Manager Matthew Huish, City Attorney Kristina Nelson-Gross, Deputy City Manager/Director of Community and Economic Development Charisse Deschenes, Administrative Services Director Sue Hagener, Police Chief Mike Hill, Public Works Director Sarah VanAusdle, IT Manager Anthony Martin, Resource Analyst Meggan Uecker, Building Official Joel Dressel.

4/22/24	City Council Meeting: Councilors Dan Butler, Harmony Rutter, Kathy Downer, Vicki Lowe, Nicole Hartman, Deputy Mayor Rachel Anderson, and Mayor Brandon Janisse were present. Public Comment included Kris Walker, Karen Hogan, Vicky Maples, and Kyla Blake (Irrigation Festival). Staff present were City Manager Matthew Huish, City Attorney Kristina Nelson-Gross, Police Chief Mike Hill, Communications & Marketing Director Barbara Hanna, Public Works Director Sarah VanAusdle, IT Manager Anthony Martin, Resource Analyst Meggan Uecker, Associate Engineer Austin Wagner, Parks & Facilities Specialist Emma Jane Garcia, Building Official Joel Dressel, Assistant City Clerk Heather Robley.
5/13/24	City Council Meeting: Councilors Dan Butler, Harmony Rutter, Kathy Downer, Vicki Lowe, Nicole Hartman, Deputy Mayor Rachel Anderson, and Mayor Brandon Janisse were present. Public Comment included Doug Wright, Debbie Soderstrom (Sequim City Band), Francine Chappell, and Justin Knobel (Board President with Sequim Community Orchestra). Staff present were City Manager Matthew Huish, City Attorney Kristina Nelson-Gross, Administrative Services Director Sue Hagener, Police Chief Mike Hill, Communications & Marketing Director Barbara Hanna, Public Works Director Sarah VanAusdle, City Engineer/Deputy Director of Public Works Nick Dostie, IT Manager Anthony Martin, Parks & Events Manager Hannah Merrill, Building Official Joel Dressel, City Clerk Amy Aschenbrenner.
5/21/24	Planning Commission Meeting: Commissioners present at roll call were Larry Hueth, Dennis Lefevre, Alex Fane, Julianne Coonts. Public Comments included Doug Wright (Sequim resident). Staff present were City Manager Matt Huish, Public Works Director Sarah VanAusdle, City Engineer Nick Dostie, Interim Planning Director Kim Mahoney, DCD Specialist/Commission Clerk Emily Coler.
5/28/24	City Council Meeting: Councilors Harmony Rutter, Kathy Downer, Vicki Lowe, Nicole Hartman, Deputy Mayor Rachel Anderson, and Mayor Brandon Janisse were present. Public Comment included Judy Larson (Sequim resident). Staff present were City Manager Matthew Huish, City Attorney Kristina Nelson-Gross, Administrative Services Director Sue Hagener, Police Chief Mike Hill, Public Works Director Sarah VanAusdle, Public Works Director Paul Bucich, City Engineer/Deputy Director of Public Works Nick Dostie, Community and Economic Development Director Lindsey Sehmel, IT Manager Anthony Martin, Parks & Events Manager Hannah Merrill, Resource Analyst Meggan Uecker, City Clerk Amy Aschenbrenner.

6/4/24	Planning Commission Meeting: Commissioners present at roll call were Eileen Cummings, Alex Fane, Julianne Coonts, Larry Hueth, Dennis Lefevre. Public Comments included Doug Wright (Sequim resident). Staff present were City Manager Matt Huish, Community & Economic Development Director Lindsey Sehmel, DCD Specialist/Commission Clerk Emily Coler.
6/10/24	City Council Meeting: Councilors Dan Butler, Kathy Downer, Vicki Lowe, Nicole Hartman, Deputy Mayor Rachel Anderson, and Mayor Brandon Janisse were present. There were no Public Comment. Staff present were City Manager Matthew Huish, City Attorney Kristina Nelson-Gross, Administrative Services Director Sue Hagener, Deputy Chief John Southard, Public Works Director Paul Bucich, City Engineer/Deputy Director of Public Works Nick Dostie, Parks & Events Manager Hannah Merrill, Public Works Management Analyst Amy Dougherty, City Clerk Amy Aschenbrenner.
6/18/24	Planning Commission Meeting: Commissioners present at roll call were Eileen Cummings, Jeff Carter, Alex Fane, Julianne Coonts, Larry Hueth, Dennis Lefevre. Public Comments included Doug Wright (Sequim resident). Staff present were City Manager Matt Huish, Community & Economic Development Director Lindsey Sehmel, Public Works Director Paul Bucich, City Engineer Nick Dostie, DCD Specialist/Commission Clerk Emily Coler.
6/24/24	City Council Meeting: Councilors Dan Butler, Harmony Rutter, Kathy Downer, Vicki Lowe, Nicole Hartman, Deputy Mayor Rachel Anderson, and Mayor Brandon Janisse were present. Public Comment moved to a written form. Staff present were City Attorney Kristina Nelson-Gross, Administrative Services Director Sue Hagener, Chief of Police Mike Hill, Public Works Director Sarah VanAusdle, Public Works Director Paul Bucich, City Engineer/Deputy Director of Public Works Nick Dostie, Human Resources Director/Civil Service Examiner Emily Stednick, Parks & Events Manager Hannah Merrill, IT Manager Anthony Martin, Utilities Manager Pete Tjemsland, City Clerk Amy Aschenbrenner.
7/8/24	City Council Meeting: Councilors Dan Butler, Harmony Rutter, Kathy Downer, Vicki Lowe, Nicole Hartman, Deputy Mayor Rachel Anderson, and Mayor Brandon Janisse were present. Public Comment included Val Shaw (Sequim resident). Staff present were City Manager Matthew Huish, City Attorney Kristina Nelson-Gross, Chief of Police Mike Hill, City Engineer/Deputy Director of Public Works Nick Dostie,

	Parks & Events Manager Hannah Merrill, IT Manager Anthony Martin, Assistant City Clerk Heather Robley.
7/9/24	Planning Commission Meeting: Commissioners present at roll call were Eileen Cummings, Jeff Carter, Alex Fane, Julianne Coonts, Larry Hueth, Dennis Lefevre, Karen Mahalick. Public Comments included Judy Hatch (Sequim resident), Tina Boeker (Sequim resident). Staff present were Community & Economic Development Director Lindsey Sehmel, DCD Specialist/Commission Clerk Emily Coler.
7/16/24	Planning Commission Meeting: Commissioners present at roll call were Eileen Cummings, Alex Fane, Julianne Coonts, Larry Hueth, Dennis Lefevre, Karen Mahalick. Public Comments included Doug Wright (Sequim resident). Staff present were Community & Economic Development Director Lindsey Sehmel, DCD Specialist/Commission Clerk Emily Coler.
7/22/24	City Council Meeting: Councilors Dan Butler, Harmony Rutter, Kathy Downer, Vicki Lowe, Nicole Hartman, and Deputy Mayor Rachel Anderson were present. Public Comments included Lee Fox (Peninsula College student), Ann Henninger (Olympic Medical Center), Darryl Wolfe (Olympic Medical Center), Kelly Iriye (Sequim Lavender Growers Association). Staff present were City Manager Matthew Huish, City Attorney Kristina Nelson-Gross, Community and Economic Development Director Lindsey Sehmel, Police Chief Mike Hill, Public Works Director Paul Bucich, City Engineer/Deputy Director of Public Works Nick Dostie, IT Manager Anthony Martin, City Clerk Amy Aschenbrenner.
8/6/24	Planning Commission Meeting: Commissioners present at roll call were Jeff Carter, Alex Fane, Julianne Coonts, Larry Hueth, Dennis Lefevre, Karen Mahalick. There were no Public Comments. Staff present were City Manager Matt Huish, Community & Economic Development Director Lindsey Sehmel, DCD Specialist/Commission Clerk Emily Coler.
8/12/24	City Council Meeting: Councilors Dan Butler, Harmony Rutter, Kathy Downer, Vicki Lowe, Nicole Hartman, Deputy Mayor Rachel Anderson, and Mayor Brandon Janisse were present. Public Comment included Jim Stoffer, Arnold Bleicher, and Lee Fox (Community Emergency Response Team).

	Staff present were City Manager Matthew Huish, City Attorney Kristina Nelson-Gross, Administrative Servies Director Sue Hagener, Community and Economic Development Director Lindsey Sehmel, Chief of Police Mike Hill, Public Works Director Paul Bucich, City Engineer/Deputy Director of Public Works Nick Dostie, Communications & Marketing Director Barbara Hanna, Parks & Events Manager Hannah Merrill, Resource Analyst Meggan Uecker, Systems Analyst Fred Liddell. Planning Commission Meeting: Commissioners present at roll call were Eileen Cummings, Jeff Carter, Alex Fane, Julianne Coonts, Larry Hueth.
8/20/24	Public Comments included Judy Hatch (Sequim resident). Staff present were Community & Economic Development Director Lindsey Sehmel, DCD Specialist/Commission Clerk Emily Coler. City Council Meeting: Councilors Dan Butler, Harmony Rutter, Kathy Downer, Vicki Lowe, Nicole Hartman, and Deputy Mayor Rachel Anderson were present. There were no Public Comment.
9/9/24	Staff present were City Manager Matthew Huish, City Attorney Kristina Nelson-Gross, Administrative Servies Director Sue Hagener, Community and Economic Development Director Lindsey Sehmel, Deputy Chief John Southard, Public Works Director Paul Bucich, City Engineer/Deputy Director of Public Works Nick Dostie, Resource Analyst Meggan Uecker, Systems Analyst Fred Liddell, City Clerk Heather Robley. City Council Meeting: Councilors Dan Butler, Harmony Rutter, Kathy Downer, Vicki Lowe, Nicole Hartman, Deputy Mayor Rachel Anderson, and Mayor Brandon Janisse were present.
9/23/24	Public Comments included Jim Stoffer, Dale Jarvis, and Randy Cearley. Staff present were City Manager Matthew Huish, Attorney Kristina Nelson-Gross, Finance Director Sue Hagener, Community & Economic Development Director Lindsey Sehmel, Chief of Police Mike Hill, Public Works Director Paul Bucich, Human Resources Director/Civil Service Examiner Emily Stednick, Parks & Events Manager Hannah Merrill, Systems Analyst Fred Liddell, City Clerk Heather Robley.

The City of Sequim provides the WSDOT Voluntary Demographic Disclosure Forms, 272-0659 at each City Council meeting as well as the Planning Commission Meetings for those who wish to participate.

Washington State Department of Transportation

Title VI Public Involvement

Title VI of the Civil Rights Act of 1964 requires the Washington State Department of Transportation to be sure that everyone in the affected project areas has a chance to be heard and to respond to transportation programs and activities that may affect their community.

To help with that, we ask that you voluntarily provide us information about your race, ethnicity and/or gender. You are not required to disclose the information requested in order to participate in this meeting.

WSDOT's Hearing Coordinator and the Office of Equity and Civil Rights will handle the information gathered as confidentially as possible. For further information regarding this process please contact the Title VI Coordinator by phone at 360-705-7090.

Please respond to the following questions:

Project Name	Date

Location of Public Meeting

Name (Optional) *(Please print)*:

Gender:
☐ Male ☐ Female ☐ Other ☐ Prefer not to disclose

Disability:
☐ Yes ☐ No ☐ Prefer not to disclose

General Ethnic Identification Categories *(Check as many as apply)*:

☐ Black or African American	☐ Hispanic or Latino	☐ Native Hawaiian/Pacific Islander
☐ Asian	☐ Caucasian	☐ American Indian/Alaskan Native
☐ Other	☐ Prefer not to disclose	

Country of Birth:

☐ Canada	☐ China	☐ Korea
☐ Germany	☐ Japan	☐ Philippines
☐ Mexico	☐ England	☐ USA
☐ Other	☐ Prefer not to disclose	

What is your Marital Status?

☐ Single	☐ Married	☐ Divorced
☐ Widowed	☐ In a domestic partnership	☐ Prefer not to disclose

Language Spoken at Home *(Check as many as apply)*:

☐ English Only	☐ Korean	☐ German
☐ Tagalog	☐ Russian	☐ Arabic
☐ Spanish	☐ Chinese	☐ Vietnamese
☐ Prefer not to disclose	☐ Other	

Age:

☐ Under 18	☐ 18-24	☐ 25-34
☐ 35-44	☐ 45-54	☐ 55-64
☐ 65-79	☐ 80+	☐ Prefer not to disclose

Do You Identify with any of the Following Religions?		
☐ Judaism	☐ Hinduism	☐ Christianity
☐ Islam	☐ Inter/Non-denominational	☐ Native American
☐ Buddhism	☐ No Religion	☐ Other
☐ Prefer not to disclose		
What is the Highest Degree, or Level of Education you have Completed?		
☐ Less than high school	☐ High school graduate	☐ Completed some college
☐ Associate degree	☐ Bachelor's degree	☐ Completed some postgraduate
☐ Master's degree	☐ Ph.D.	☐ Graduate or professional degree
☐ Prefer not to disclose		
What is Your Approximate Average Household Income?		
☐ Less than $25,000	☐ $25,000-$49,999	☐ $50,000-$74,999
☐ $75,000-$99,999	☐ $100,000-$124,999	☐ $125,000-$149,999
☐ $150,000-$174,999	☐ $175,000-$199,999	☐ $200,000 and up
☐ Prefer not to disclose		

After you have completed this form, please place it inside the designated box on the registration table.

Thank you for your cooperation!

Title VI Notice to Public

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equity and Civil Rights (OECR). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR's Title VI Coordinator at (360) 705-7090.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

Español

Notificación de Titulo VI al Público

La política del Departamento de Transporte del Estado de Washington (Washington State Department of Transportation, WSDOT) es garantizar que ninguna persona, por motivos de raza, color u origen nacional, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, sea excluida de la participación, se le nieguen los beneficios o se le discrimine de otro modo en cualquiera de sus programas y actividades. Cualquier persona que considere que se ha violado su protección del Título VI puede presentar una queja ante la Oficina de Equidad y Derechos Civiles (Office of Equity and Civil Rights, OECR) del WSDOT. Para obtener más información sobre los procedimientos de queja del Título VI o información sobre nuestras obligaciones contra la discriminación, comuníquese con el coordinador del Título VI de la OECR al (360) 705-7090.

Información de la Ley sobre Estadounidenses con Discapacidades (ADA, por sus siglas en inglés)

Este material puede estar disponible en un formato alternativo al enviar un correo electrónico a la Oficina de Equidad y Derechos Civiles a wsdotada@wsdot.wa.gov o llamando a la línea sin cargo 855-362-4ADA(4232). Personas sordas o con discapacidad auditiva pueden solicitar la misma información llamando al Washington State Relay al 711.

The summary of the Voluntary Disclosure forms collected are as follows:

Summary of Voluntary Demographic Disclosure Information

Gender	Male	1	Female	3		
Disability	Yes	1	No	3		
Ethnic Identification	Caucasian	1	Hispanic/Latino	2	Other	1
Country of Birth	USA	2	Prefer not to disclose	2		
Marital Status	Married	2	Divorced	1	Domestic Partnership	1
Language Spoken	English Only	4				
Age	34-44	2	55-64	2		
Religions	Christianity	2	Intern/ nondenominational	1	Other	1
Education	Completed some college	1	Bachelor's degree	2	Graduate or professional degree	1
Income	Less than $25,000	1	$25,000-49,999	2	$75,000-99,999	1

During this time frame, there were no translation services requested directly from the City of Sequim.

11. Transportation-related Construction and Consultant Contracts (if applicable) – Briefly describe the process used to advertise and award construction contracts during this reporting period. Include the process for negotiated contracts (e.g., consultants).

Solicitation is done through posting of bids on the City of Sequim website, distribution by email to interested parties, use of the State MRSC roster, and advertising in the local/regional newspapers. Solicitations are posted for 21 days.

For construction contracts, the City Clerk opens the sealed bids at bid closure as outlined in the solicitation. Staff verifies the responsiveness and responsibility of the lowest bidder. The lowest qualified bidder is then engaged in contract negotiations. Once a final contract is reached, it is presented to the City Council for award.

For consultants, the selection is made though a committee review of advertised evaluation criteria. Committee members are selected based on proximity to the work being contracted and their position at the City. Each member individually scores the proposals and then a group total is calculated to determine the final selection. The selected consultant is then engaged in contract negotiations, using City contract templates. Once a final agreement is reached, it is presented to the City Council for award.

12. Describe the actions taken to promote construction contractor/consultant compliance with Title VI by construction contractors/consultants, including monitoring and review processes, and their outcomes/status (e.g. what Title VI language was included in contracts and agreements; were

contractors and consultants reviewed to ensure compliance; what Title VI responsibilities are explained to contractors and consultants?)

Construction bid solicitation includes the following statement: "The City of Sequim in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award."

Requests for qualifications and requests for proposal solicitations includes the following Nondiscrimination and Equal Opportunity statement: "The City complies with state and federal laws prohibiting discrimination on the basis of any protected status. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, the City commits to nondiscrimination on the basis of disability in all of its programs and activities. The City of Sequim, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. Women- and minority-owned business enterprises (WMBE) and veteran-owned firms are encouraged to respond to this opportunity. "

Prior to contracting with a contractor/consultant, a Washington State Labor & industries license status is verified to ensure the contractor/consultant is a responsible bidder.

13. List construction, right-of-way, and consultant contracts with your LPA/MPO/entity for this report period with dollar value of each. Identify funding sources (federal, state, local, other), and how many were awarded to certified disadvantaged contractors (as a prime contractor/consultant).

Vendor	**Service**	**Contract Date**	**Task**	**Task Date**	**Value**	**Project**	**Funding Source**
Commonstreet Consulting	Right of Way Consultant	8/18/23	1	8/31/23	4,496	ROW Acquisition Procedures	local
Commonstreet Consulting	Right of Way Consultant	8/18/23	1	8/18/23	33,750	PRK-045PL - Acquisition of park land	local
Construction Inspection Services	Inspection	7/12/23	1	8/21/23	11,000	PWP-112CU - Etta St Sewer & Water Improvements	local

Construction Inspection Services	Inspection	7/12/23	1	10/25/23	3,300	STR-064RR - N Sequim Ave Pavement Preservation	Federal / local
Construction Inspection Services	Inspection	7/12/23	1	5/6/24	30,000	STR-074SF - N Sequim Ave Sidewalk & Bike Lanes	State / local
DKS Associates	Traffic Engineering	9/19/21	4	10/7/22	79,365	STR-109PL - Intersection Control Evaluation	local
Landau Associates	Geotech	9/29/21	4	5/23/23	2,600	STR-074SF - N Sequim Ave Sidewalk & Bike Lanes	State / local
Parametrix Engineering	Survey	11/16/22	1	12/1/22	3,000	STR-074SF - N Sequim Ave Sidewalk & Bike Lanes	State / local
Parametrix Engineering	Traffic Engineering	8/17/21	2	7/23/24	3,500	OCS-015 - Traffic and Speed Study	local
Tierra	Right of Way Consultant	8/25/23	1	5/17/24	40,839	PWP-WTR-111 - West Sequim Bay Rd Corridor Water Project	local
Transpo Group USA	Traffic Engineering	8/17/21	1	9/9/21	65,046	STR-074SF - N Sequim Ave Sidewalk & Bike Lanes	State / local
Transpo Group USA	Traffic Engineering	8/17/21	4	8/22/23	50,000	Local Road Safety Plan & Safety Action Plan	local
Transpo Group USA	Traffic Engineering	8/17/21	5	1/31/24	8,600	Interim control for two points of access	local
Vanir Construction	Construction Management	2/15/22	3	11/6/23	20,000	STR-074SF - N Sequim Ave Sidewalk & Bike Lanes	State / local

14. Education & Training – Describe actions taken to promote Title VI compliance through education and trainings, including monitoring and review processes, and their outcomes/status.

1. List Title VI training/webinars your Title VI Coordinator attended this reporting period. Include dates and entity that conducted the training.
2. When was Title VI internal training provided to staff? Who conducted the training? What was the subject of the training? Provide the job titles and race/color/national origin of attendees.
3. List other civil rights training conducted locally. Provide dates and a list of participants by job title and Title VI role, if applicable.

Paul Bucich, Meggan Uecker, and Nicholas Dostie completed Title VI Basics for LPAs though Washington State Department of Transportation. Below is the list of trained employees at City of Sequim.

First Name	Last Name	Position	Completed Date	Class	Agency	Race/Color/National Origin
Meggan	Uecker	Resource Analyst	7/31/24	Title VI Basics for LPAs	WSDOT	Caucasian/White/USA
Paul	Bucich	PW Director	7/30/24	Title VI Basics for LPAs	WSDOT	Caucasian/White/USA
Nicholas	Dostie	City Engineer	9/25/23	Title VI Basics for LPAs	WSDOT	Caucasian/White/USA
Amy	Dougherty	Business Assets Senior Manager	9/19/22	Title VI Basics for LPAs	WSDOT	Caucasian/White/USA
Katie	Cole	Project Engineer	11/2/21	Title VI Basics for LPAs	WSDOT	Caucasian/White/USA
Austin	Wagner	Associate Engineer	10/27/21	Title VI Basics for LPAs	WSDOT	Caucasian/White/USA
Sarah	VanAusdle	PW Director, Retired 7/1/24	10/26/21	Title VI Basics for LPAs	WSDOT	Caucasian/White/USA
Sarah	VanAusdle	PW Director, Retired 7/1/24	1/22/19	Title VI Preventing Discrimination in the Federal Aid Program	WSDOT	Caucasian/White/USA

15. Title VI Goals for Upcoming Year
    What area(s) of Title VI does your agency plan to focus on in the upcoming year? Describe by particular program area what your agency hopes to accomplish. Include any significant problem areas to focus on and plans to address those.

Public outreach related to the Transportation Master Plan and Comprehensive Plan will be the focus for 2025. In addition, new Public Works staff is anticipated in the coming year and will be training in Title VI compliance.